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9 August 1961

MEMORANDUM FOR: Deputy Chief, Administrative Staff, OCR

SUBJECT : Sequence of Telephone Moves to New Building

The following is the order of telephone moves suggested by the Document Division for the move into the new building:

Office	Room Number		Tel. Req. #
	Old	New	
Chief, Doc. Div.	2-A	GHO-922	187
Chief, Anal. Br.	2-B	GHO-916	179
Chief, Proc. Sec.	6-F	GF-18	1130
✓ Distribution Section	6-F	GF-18	1132
✓ Distribution Section	6-F	GF-28	1134
✓ Standard Distribution	6-F	GF-28	1136
Mail Room	5-F	GF-40	1138
Selection Section	3-D	GF-40	1140
Batching Unit	4-D	GF-40	1148
Dissemination Section	6-B	GF-40	1146
Dissemination Section	6-B	GF-28	1144
Indexing Section	3-B	GF-18	1142
IPI Section	4-B	GE-47	183
Typing Unit	5-D	GE-47	181
TSC Section	5-A	GHO-906	177
Chief, Control Branch	6-E	GHO-924	185

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Chief, Document Division

cc:

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